

REQUEST FOR PROPOSALS (RFP)
TOWN OF DORSET AND THE TOWN OF MANCHESTER, VERMONT
PUBLIC SAFETY AND EMERGENCY SERVICES CONSOLIDATION AND
COLLABORATION STUDY

SUMMARY

The Town of Dorset and Town of Manchester, Vermont seek responses from qualified professional and academic organizations to analyze and make recommendations about governance, management and administration of police services, fire services, emergency medical services and emergency management regarding possible consolidation and collaboration between the Town of Dorset and Town of Manchester.

BACKGROUND

On December 5, 2013 the Dorset Selectboard and Manchester Selectboard met in a joint meeting and approved a Memorandum of Understanding (MOU) that authorized a study of possible public safety and emergency services consolidation and collaboration. The MOU can be viewed at <http://manchester-vt.gov/wp-content/uploads/2014/02/Dorset-Manchester-Public-Safety-Study-MOU-December-5-2013.pdf>.

The towns of Dorset and Manchester are located in southwestern Vermont in Bennington County. The towns share a common border, lack any significant geographic barriers, have similar demographics and share numerous educational, economic and cultural institutions.

Both towns are so-called “sending towns” under the state-wide education property tax system. This meaning that the towns contribute more money to the system than receive back from the system, which has placed an increased burden on local property taxpayers. On the municipal side, both towns have low municipal tax rates.

Town of Dorset Profile

Population: 2,031 (plus substantial part-time and season population)

Form of Government: Selectboard-Town Manager (no State charter)

Land Area: 47.9 Square Miles

Assessed Property Value (Grand List): \$719,716,386

Police Services: Annual contract with the Vermont State Police

Fire Protection Services: East Dorset Fire District and Dorset Fire District, under purview of elected two, separate committees

Website Address: www.dorsetvt.org

Town Manager: [Rob Gaiotti; \(802\) 362-4571 \(extension 3\); townmanager@gmail.com](mailto:Rob.Gaiotti@townmanager@gmail.com)

Town of Manchester Profile

Population: 4,391 (plus substantial part-time and season population)

Form of Government: Selectboard-Town Manager (no State charter)

Land Area: 42.1 Square Miles

Assessed Property Value (Grand List): \$1,261,628,300

Police Services: Manchester Police Department (8 full-time officers and 4 full-time dispatchers)

Fire Services: Manchester Fire Department, volunteer department under purview of Town Manager

Website Address: www.manchester-vt.gov

Town Manager: [John P. O'Keefe; \(802\) 362-1313 \(extension 2\); j.okeefe@manchester-vt.gov.](mailto:j.okeefe@manchester-vt.gov)

NOTE: Emergency medical services to the Town of Dorset and Town of Manchester are provided by the Manchester Rescue Squad, a separate not-for-profit corporation that is headquartered in the Manchester Public Safety Facility. The Manchester Police Department operates a 24-hour dispatch center, which also dispatches the Manchester Rescue Squad.

MOTIVATIONS

The towns of Dorset and Manchester aim to gain knowledge about partnered law enforcement options and research opportunities for increased collaboration in the fire protection and emergency medical services arenas. The Towns are seeking an assessment of resources and recommendations for most efficient use of said resources through a study. At the same time, Bennington County is seeing an increase in drug-related crimes.

The genesis for this study comes with motivations specific to each Town. In the case of Dorset, an increase in property thefts in recent years has caused Dorset to reassess its provision of law enforcement services.

In the case of Manchester, the Town is seeking increased public safety services, long-term sustainability and cost containment typically associated with consolidation and regionalization of public safety services.

SCHEDULE

- April 1, 2014: Request For Proposals issued by Town of Dorset and Town of Manchester
- June 4, 2014: Request For Proposals RESPONSES due (by 4:30 P.M.)
- Through June 26, 2014: RFP responses evaluated by Public Safety Workgroup and staff
- By June 27, 2014: Public Safety Workgroup recommendation to Dorset Selectboard and Manchester Selectboard
- By July 11, 2014: Dorset Selectboard and Manchester Selectboard to accept or reject recommendation of Workgroup
- By July 15, 2014, thereabout: Notification to selected Respondent and final negotiations
- By November 30, 2014, thereabout: **COMPLETE STUDY**

REQUIREMENTS

Responses shall not exceed \$30,000 in total value; proposals greater than \$30,000 will not be considered.

Responses shall be emailed on or before 4:30 P.M. on June 4, 2014, as a single PDF document, to PSRFP@manchester-vt.gov.

Responses from qualified professional and academic organizations shall include the following:

1. Provide an overview and history of the organization responding to the Request For Proposals
2. Provide a statement of overall qualifications of the organization, as well as specific experience in the follow areas:

- a. Police Services and Dispatch
 - b. Fire Services
 - c. Emergency Medical Services
 - d. Emergency Management and General Public Safety
3. Identify key personnel (including roles) and provide statement of qualifications and experience of the personnel that will participate in the study
4. Provide a detailed timeline, including the amount of time each designated personnel member will spend on the project.
5. Provide a detailed plan, including specific tasks and a schedule, for completing the PUBLIC SAFETY STUDY SCOPE OF WORK (see below)
6. Provide a copy of any similar study completed by the organization
7. Provide at least three professional references
8. Provide a proposed fee structure, including a “price not to exceed,” and payment schedule based on project milestones

OTHER REQUIREMENTS

Please direct all questions regarding this Request for Proposals in writing to PSRFP@manchester-vt.gov.

The selected Respondent will be required to submit proof of Workers Compensation insurance, a certificate of insurance (\$1,000,000 per occurrence and \$1,000,000 total liability) to the Town of Dorset and Town of Manchester and a completed IRS form W-9 no later than July 21, 2014. The Town of Dorset and Town of Manchester may nullify the awarding of a contract for failure to satisfy this requirement in its entirety.

The Town of Dorset and Town of Manchester reserve the right to accept or reject any or all proposals, to waive all informalities or to accept any proposal which it deems to be in the best interest of the Town of Dorset and Town of Manchester.

The selected Respondent agrees to indemnify and hold harmless the Town of Dorset and Town of Manchester against all claims, demands, causes of action, suits or judgments, including attorney’s fees, costs and expenses, which are a result of the selected Respondent’s negligence, carelessness or mismanagement.

The selected Respondent will be required to provide biweekly written updates that demonstrate progression of study goals and objectives and participate in periodic status meetings in person, via conference phone or video conference. Onsite meetings, research and interviews are required in order to successfully complete the requirements of this RFP and study. Familiarity of the legal facets of municipal operations under Vermont Statutes is required.

PUBLIC SAFETY STUDY SCOPE OF WORK

The study, which shall explore opportunities to increase cost-effective, efficient services to the residents of the Town of Dorset and Town of Manchester, shall include the following:

1. Overall, study the advantages and disadvantages of consolidating some or all public safety and emergency services (including police, fire, and emergency medical services) between the Town of Dorset and Town of Manchester; and,

2. Overall, study opportunities for greater collaboration relative to fire services and emergency management between the Town of Dorset and Town of Manchester; and,
3. Overall, study the short-term and long-term costs, both operating and capital (including facilities, equipment and vehicles), of consolidating some or all public safety and emergency services; and,
4. Overall, study the total cost (short-term and long-term) of maintaining the current public safety and emergency services organizations and departments in the Town of Dorset and Town of Manchester; and,
5. Overall, study the advantages and disadvantages of providing emergency medical services as a consolidated municipal function between the Town of Dorset and Town of Manchester; and,
6. Overall, study options related to the overall organizational structure, management and administration, funding and related funding formulas, and governance of consolidated services between the Town of Dorset and Town of Manchester; and,
7. Overall, study legislative, legal, organizational and cultural hindrances that may limit the ability of the Town of Dorset and Town of Manchester to consolidate public safety and emergency services; and,
8. Overall, study and inventory current assets (including but not limited to vehicles, equipment, and facilities) owned by the Town of Dorset, Dorset Fire District # 1, East Dorset Fire District # 1, and the Town of Manchester and used for public safety and emergency services, as well as current public safety personnel (including training); and,
9. Relative to police services, study the advantages and disadvantages to forming one regional police department to serve the Town of Dorset and Town of Manchester that shall provide comparable services (including but not limited to general police services, routine patrols, traffic enforcement and criminal investigations), to the Town of Dorset and Town of Manchester based on population, land area, need and other applicable factors, and make recommendations that will provide for accountability and transparency through reporting and tracking of assets and services allocated to each town; and,
10. Relative to police services, study the operating costs, personnel needs and capital costs associated with creating a regional police department; and,
11. Relative to police services, study the advantages and disadvantages to providing year round twenty-four hour police coverage to the Town of Dorset and Town of Manchester as part of a regional police department; and,
12. Relative to dispatch services, study the advantages and disadvantages of providing dispatch services, using a common centralized dispatch center, to the Town of Dorset and Town of Manchester to better provide regional emergency communication and enhance emergency services, as well as provide a central point of communications for public works; and,

13. Relative to animal control services, study the advantages and disadvantages to providing animal control services through a regional police department or otherwise; and,
14. Relative to fire services, study opportunities to consolidate or provide for greater collaboration in an effort to create efficiencies, increase services and provide for greater advancement, specialization and training opportunities for the current and future members of the two fire districts of the Town of Dorset and the fire department of the Town of Manchester; and,
15. Relative to fire services, study the effect that a consolidated fire department may have on property insurance rates to business owners and homeowners as well as response time and coverage; and,
16. Relative to emergency medical services, study the overall economics as well as funding streams, such as health insurance billing, related to emergency medical services; and,
17. Relative to fire services and emergency medical services, study the advantages and disadvantages to combining fire services with emergency medical services;
18. Relative to emergency management, study greater collaboration, including a central emergency operations center (EOC), central information collection and dissemination system, a common planning process, and greater opportunities to employ the unified command structure as described in the National Incident Management System (NIMS);
19. Study any other matters germane to this public safety study but not otherwise contained herein and agreed upon by the Town of Dorset and Town of Manchester; and,
20. Finally, produce a final report that includes necessary data and facts, makes clear conclusions and provides concrete implementable recommendations to the Selectboard of the Town of Dorset and the Selectboard of the Town of Manchester based on items 1 through 19 and the Request For Proposals document issued by the Town of Dorset and Town of Manchester.

The municipal project manager for this study will be Michael L. Hall, Manchester Police Department Chief of Police.

SELECTION CRITERIA

A selection committee will review and evaluate all RFPs based on the following criteria:

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Addressing the Scope of Work	25%
2. Understanding of the Study	20%
3. Qualifications/Experience of Organization and Assigned Staff:	--
3a. related to general public safety and emergency management	5%
3b. related to police services and dispatch	15%

	3c. related to fire services	10%
	3d. related to emergency medical services	10%
4.	Study Cost and Timeline	15%
	TOTAL	100%